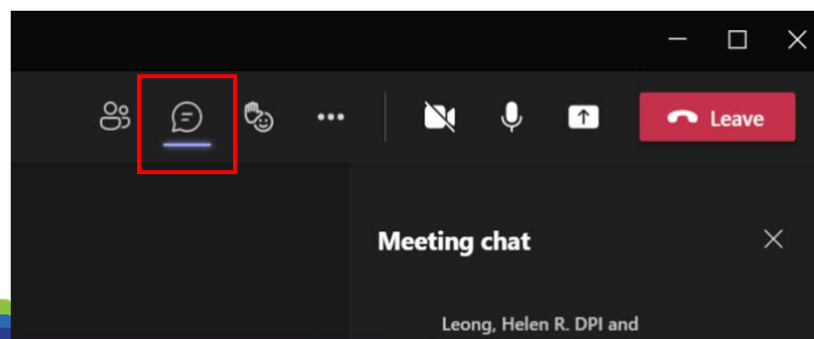




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Administrative

- If you have a question during the meeting or have any technical issues, please use the chat function.



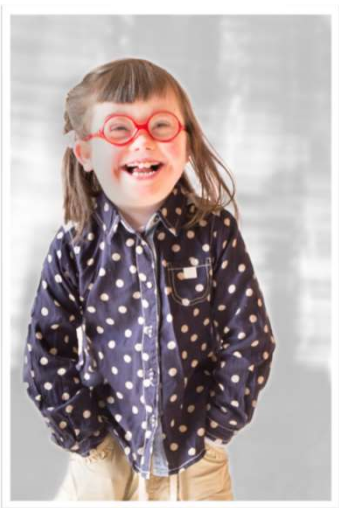
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Administrative

- Please mute your line and do not share your video. Click on the video button and mic so there is a line through them as shown below.



Today's Agenda



- SNSP Overview
- Student Eligibility
- Application and Transfer Request Overview
- Residency Verification
- Application and Transfer Request Processing
- Agreement of Services to be Provided
- Application and Transfer Request Activity
- Quarterly Progress Report
- Continuing Student Requirements
- Accreditation Requirements
- School Information Update Form
- Seclusion and Restraint

What is the SNSP?

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.



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SNSP Law & Statute

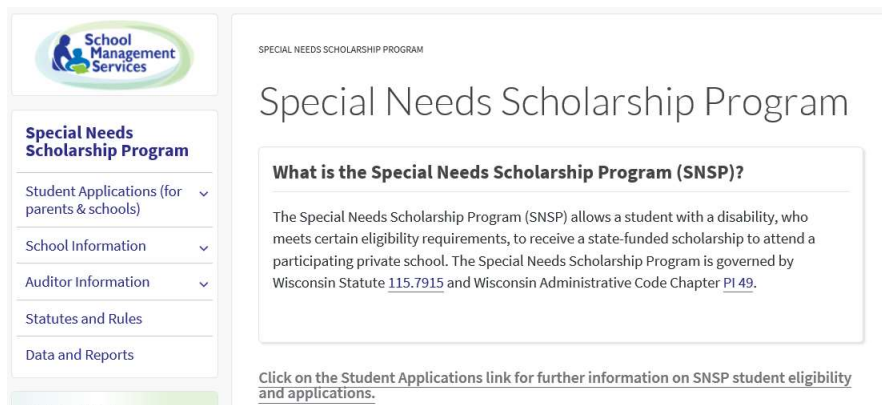
- The SNSP is based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49.
 - This training is based on the above statutes and administrative rules.
- **Note:** If there are changes to statute or administrative rules, the department will provide guidance to the schools as soon as we are able.

6

6

Available Resources

- SNSP Homepage: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship>



7

SNSP 2021-22 Expected Payment Amounts per Full-Time Equivalent

- The 2021-22 payment amounts will be determined through the state budget process. For planning purposes, the 2020-21 payment amounts are as follows:
 - \$12,977 per FTE for full scholarship students
 - \$8,300 per FTE for partial scholarship students in K-8
 - \$8,946 for partial scholarship students in 9-12

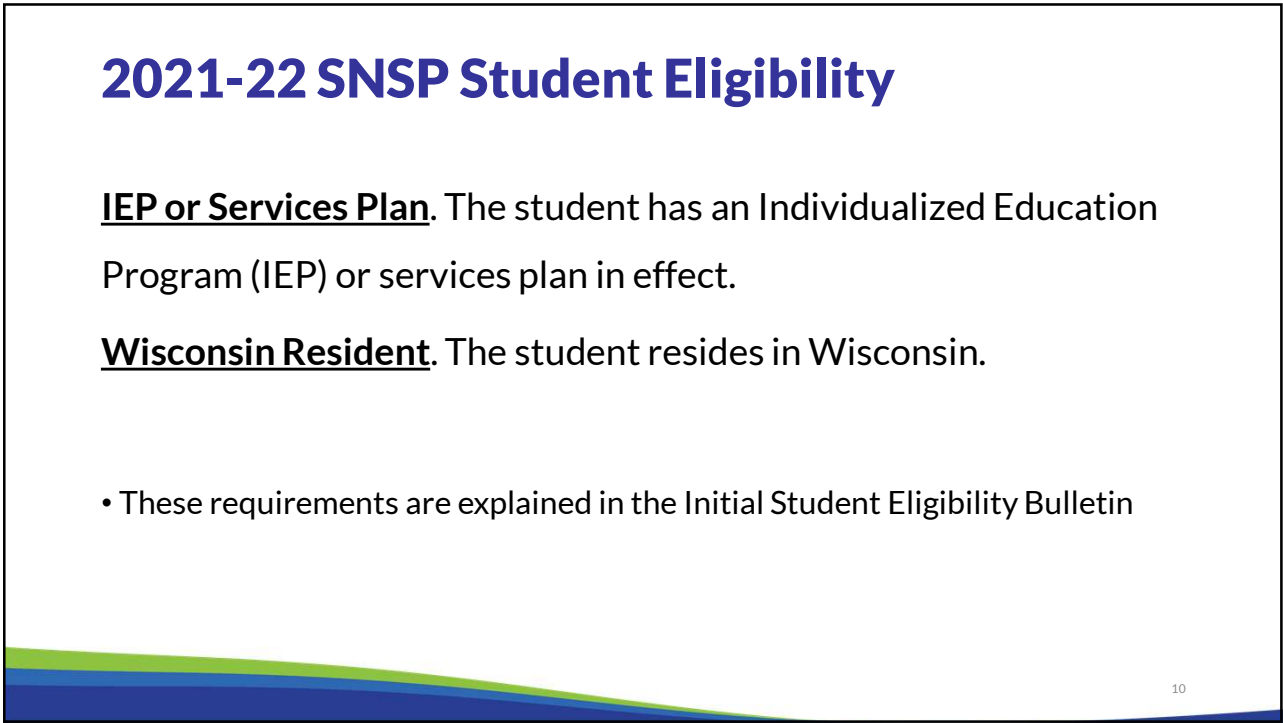
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Student Eligibility

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2021-22 SNSP Student Eligibility

IEP or Services Plan. The student has an Individualized Education Program (IEP) or services plan in effect.

Wisconsin Resident. The student resides in Wisconsin.

- These requirements are explained in the Initial Student Eligibility Bulletin

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Scholarship and Eligibility Continuance

- Once a student is eligible for a count date, the student continues to be eligible until the student withdraws from the SNSP or fails to meet one of the continuing SNSP student requirements.

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Scholarship and Eligibility Continuance

- A student who has been accepted into the SNSP will continue to receive a scholarship until one of the following occurs:
 - The student graduates from high school;
 - The student turns 21;
 - The student no longer resides in Wisconsin;
 - The student enrolls in another school or a home-based educational program;
 - The student is not made available for a reevaluation; or
 - A partial scholarship student leaves the SNSP school that they are attending.

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Student Eligibility: IEP or Services Plan

- A SNSP applicant must have an IEP or services plan in effect.
 - IEP = An IEP is a written statement that outlines an educational plan for a student with a disability who is enrolled in a **public school**.
 - Services Plan = A services plan is a written statement that describes the special education and related services that a **public school** will provide to a parentally-placed student with a disability enrolled in a **private school** when the student has been designated and is eligible to receive special education services.

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IEPs and Services Plans

- IEPs and services plans are developed by a Local Education Agency (LEA).
- Local Education Agencies include:
 - Public school districts
 - Independent charter schools

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IEP or Services Plan “In Effect”

Definition for when an IEP or services plan is considered in effect for the 2021-22 school year:

- The student’s IEP or services plan is currently being implemented, **or**
- The student’s IEP or services plan was developed no earlier than September 15, 2018 **and** there has not been a more recent reevaluation that determined the student no longer had a disability.

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Resident and Nonresident School District

- A student’s resident school district is the district where the student resides.
- If a student is attending a private school in a different district than the student’s resident school district, it is referred to as the nonresident school district.

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IEP Team Evaluation

The district that a student's school is located within is responsible for conducting an IEP team evaluation for a student with a suspected disability.

1. The student is referred to the district for an evaluation.
2. The IEP team is assembled (this process may take up to 15 business days).
3. Once the team receives parent consent for testing or the district sends a notice that no tests are needed, the evaluation process is completed.

The evaluation process may take up to 60 calendar days.

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IEP Development

- A student's resident school district is responsible for developing an IEP for a child with a disability if requested by a parent.
- Once a child has been identified as having a disability and a parent requests that an IEP be developed, the student's resident district must develop an IEP.

18

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Knowledge Check

True or False:

1. A student can be eligible for the SNSP if the student was evaluated by a district and found to have a disability but did not have an IEP or services plan developed.
2. A services plan includes a plan developed by the private school regarding what services it will provide to a student who has a disability.
3. A 504 Plan meets program requirements for initial student eligibility.

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Question?

If you have a question,
please use the chat.

Questions after the training
may be emailed to snsp@dpi.wi.gov

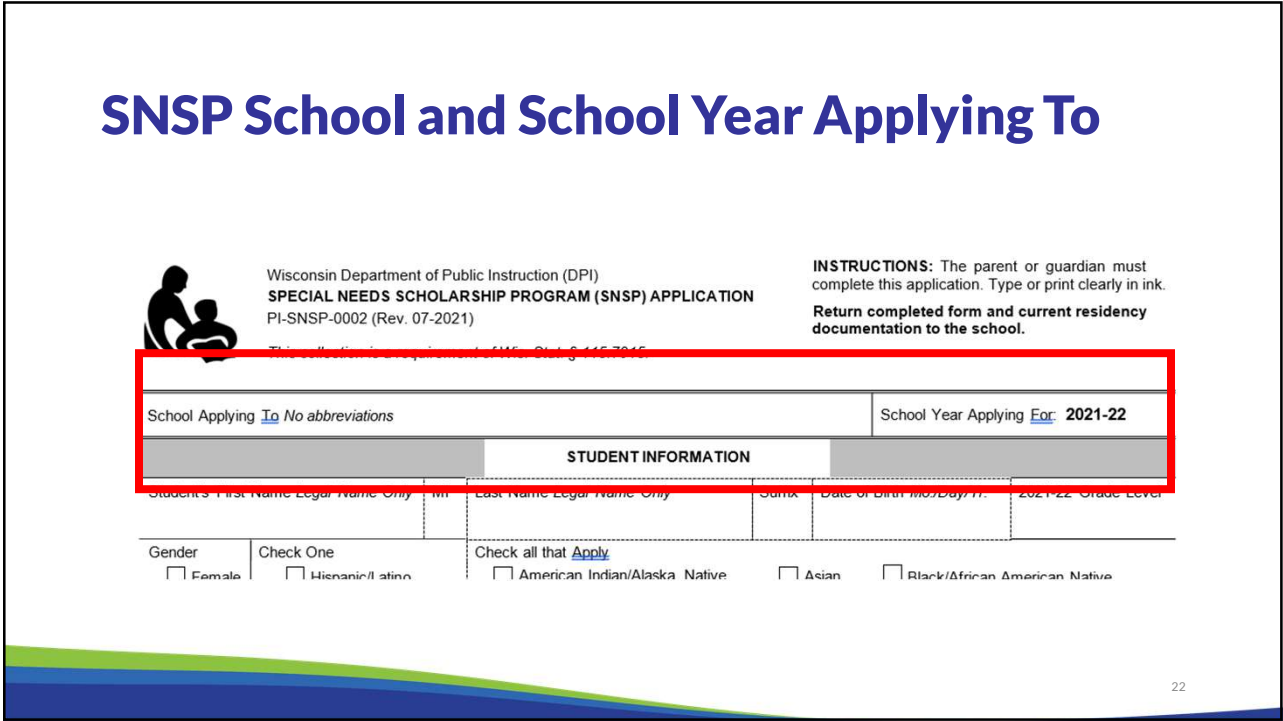


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Student Information on the Application

- All information in the student information section is required except the race, ethnicity, middle initial, and suffix.
- In order for a school to take an application for a grade, the grade must have been identified as a SNSP available grade in the Intent to Participate or subsequent School Information Update form.

STUDENT INFORMATION						
Student's First Name <i>Legal Name Only</i>		MI	Last Name <i>Legal Name Only</i>		Suffix	Date of Birth <i>Mo./Day/Yr.</i>
2021-22 Grade Level						
Gender	Check One		Check all that <u>Apply</u>			
<input type="checkbox"/> Female	<input type="checkbox"/> Hispanic/Latino		<input type="checkbox"/> American Indian/Alaska Native			
<input type="checkbox"/> Male	<input type="checkbox"/> Not Hispanic/Latino		<input type="checkbox"/> Asian			
			<input type="checkbox"/> Black/African American Native			
			<input type="checkbox"/> Hawaiian/Other Pacific Islander			
			<input type="checkbox"/> White			
IEP OR SERVICES PLAN REQUIREMENT						

23

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Age Eligibility

- Age Eligibility Requirements are as follows. Please note there is no early admission option for the SNSP.
 - K4 pupils must be 4 by September 1
 - K5 pupils must be 5 by September 1
 - 1st graders must be 6 by September 1
- Pupils may not be 21 as of the date they apply or September 1, whichever is later.

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IEP/Services Plan on the Application

☐ Male☐ Not Hispanic/Latino☐ Hawaiian/Other Pacific Islander☐ White

IEP OR SERVICES PLAN REQUIREMENT		
The student must either have: (1) an Individualized Education Program (IEP) or services plan that is currently being implemented or (2) an IEP or services plan that was developed no earlier than <u>September 15, 2018</u> AND have not subsequently been determined to no longer have a disability.		
Check which one the student has: <input type="checkbox"/> IEP <input type="checkbox"/> Services Plan (for student parentally placed at a private school)	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan	Date of Last IEP Team or Services Plan Evaluation or Reevaluation
<input type="checkbox"/> Yes <input type="checkbox"/> No Since the IEP or services plan identified above was developed, did the student have a reevaluation that determined the student no longer had a disability ?		

- The date of the last evaluation/reevaluation is the date an evaluation or reevaluation last occurred for the pupil.
- The annual review of the IEP or services plan would not be considered an evaluation/reevaluation.
- If a reevaluation was waived, the waiver date would be inserted.
- If you are unsure of the correct date, contact the LEA that developed the IEP/services plan.

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Family & Residency Information on the Application

- All information in the family information section is required except the telephone number, middle initials, and suffixes.
- A student's resident school district is the district where the student resides. This may be different than the LEA that developed the IEP or services plan.

FAMILY INFORMATION					
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.	
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District	
Home Street Address		City	State	Zip	

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Parent Certifications

- One of the parents on the application must put their initials certifying that they received:
 - The comparison document, which is a document that compares the rights of students with disabilities under state and federal special education laws to their rights in SNSP private schools.
 - The private school's special education profile.
- Adding the parent signature or date signed is not a correctable error after the LEA verification email or resident school district notification email is sent.

PARENT OR GUARDIAN CERTIFICATION	
<input type="checkbox"/>	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
<input type="checkbox"/>	Initial here certifying that you have received a profile of the private school's special education program.
<p>AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this application is true and correct. I understand that any of the information on this application or related to this application, including the IEP/services plan and residency documentation, may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP or services plan for my student to the private school listed above for use in connection with Wis. Stat.</p>	
Signature of Parent or Guardian <i>MUST</i> be the same name as one of the parents / guardians listed above.	
Date Signed Mo./Day/Yr.	

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Date Application Received

- An application is considered to be “received” when the school obtains all of the following: (a) the student’s SNSP application; and (b) the required residency documentation.
- The date application received may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district.
- 2021-22 applications may only be received from July 1, 2021 to June 30, 2022 so the date received must be during this date range.

FOR SCHOOL USE ONLY	
he information provided by the parent or guardian, the student is eligible Verification that the IEP/services plan requirement was met.	Date Application Received Mo./Day/Yr.
Following in response to the request that the LEA verify that the student had an IEP or services plan that meets the or services plan requirement section. Retain a copy of the verification from the LEA with the application.	
<input type="checkbox"/> Services Plan (the student is eligible)	
an or the student was determined to no longer have a disability (the student is not eligible)	

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School Application Review

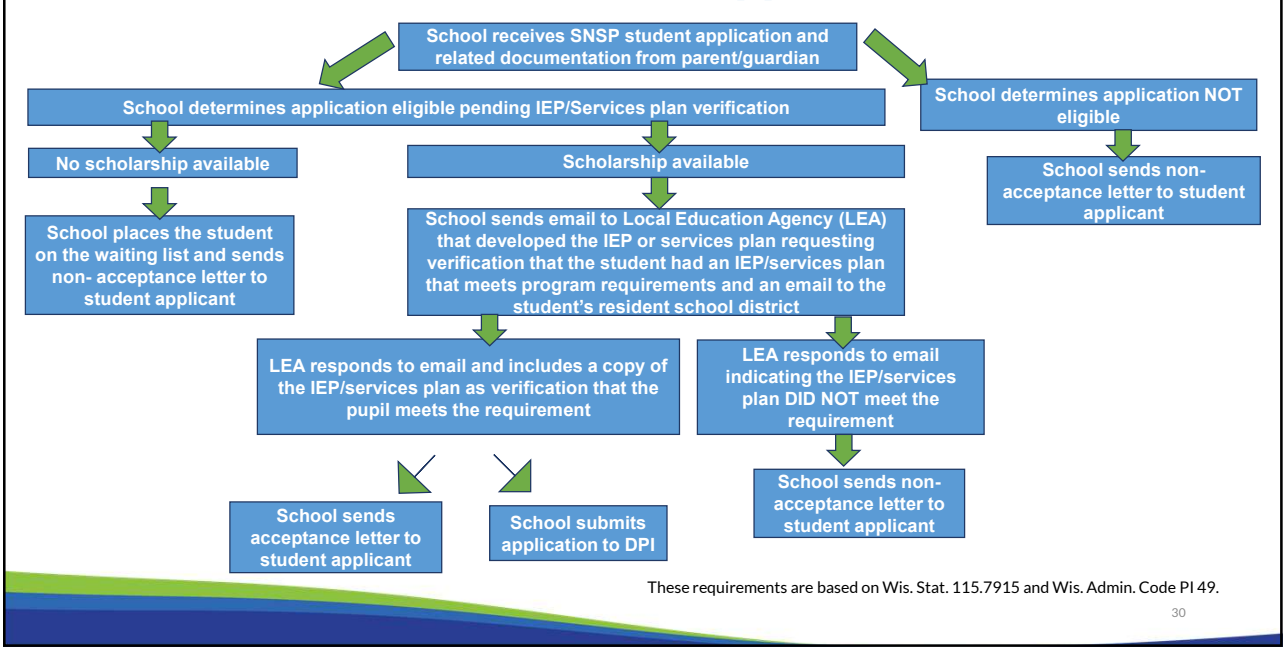
- Within 21 days of the date the application is received the school must:
 - Determine if the application is eligible.
 - Receive any missing or incomplete documentation.
 - Send the applicable notifications described in the following slides.

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.	
Date Application Received Mo./Day/Yr.	

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SNSP 2021-22 Student Application Process



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Application Eligibility Determination- 21 Day Verification Period

Eligibility Determination	Next Steps
Eligible but the school does not have a scholarship available	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student has an eligible application, pending verification from the LEA of an IEP or services plan that meets SNSP requirements, but the school does not have a scholarship available and indicate the student’s place on the waiting list.
Ineligible	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible and the school has a scholarship available	Send verification email to the LEA that created the student’s IEP or services plan and notify the student’s resident LEA of the student’s application and eligibility.

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IEP or Services Plan Verification

If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the LEA that developed the IEP or services plan requesting the following within five (5) business days:

- (a) A copy of the IEP or services plan if the student has an IEP or services plan that meets program requirements; or
- (b) An email or written correspondence indicating the pupil does not meet the eligibility requirements.

The department provides the IEP/services plan verification email that schools should use.

- This email is available in the Application and Transfer Request Bulletin and as a separate document online.
- Schools must update this email with the information applicable for the pupil and then send it to the LEA that developed the IEP/services plan.

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IEP or Services Plan Verification (cont.)

If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the student's resident school district notifying them that, pending the verification that an IEP or services plan is in effect, the student will receive a SNSP scholarship. This can be included in the verification email sent to the LEA that developed the IEP or services plan, if the LEA and resident school district are the same.

The department provides the resident school district notification email that schools should use if the LEA that developed the IEP or services plan is different than the resident school district.

- This email is available in the Application and Transfer Request Bulletin and as a separate document online.
- Schools must update this email with the information applicable for the pupil and then send it to the student's resident school district.

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LEA Verification Email

Dear <LEA contact first name> <LEA contact last name>:

This email is to notify you that the following student has been found eligible by our school to participate in the Special Needs Scholarship Program (SNSP), pending verification that the student has an individualized education program (IEP) or services plan that meets one of the following requirements. You are receiving this email because the student's SNSP application identified that your LEA developed the IEP or services plan. The information for this applicant is as follows:

Student First and Last Name:
Date of Birth:
Date Application Received:
Student Resides in Your District: Yes/No Choose one answer
Name of Private School Applying To:
Private School Phone Number:

The above individual must meet one of the following to be eligible:
The student has an IEP or services plan that is being implemented as of the date application received listed above; or
The student has an IEP or services plan that was developed no earlier than September 15, 2018 AND the student has not had a more recent reevaluation since the plan was developed that determined that he or she no longer had a disability.

Wis. Stat. 115.7915 (2) (bm) and Wis. Admin. Code PI 49.05 require that the LEA that developed the IEP or services plan verify the student meets the above requirement within five (5) business days of receiving this verification request from the private school. **Please reply to this email within five (5) business days with one of the following:**

If the student meets the above requirements, provide a copy of the student's most recent IEP or services plan.
If the student does not meet the above requirements, indicate the LEA has no record that the student meets the above requirements.

If you have any questions, please reply to this email or call the school phone number listed above. The Department of Public Instruction has a Frequently Asked Questions for public school districts at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications> that has information on the SNSP in general and the LEA's verification that the student has an IEP or services plan that meets the SNSP requirements.

Thank you,
<Private School SNSP Administrator or Decision>

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Application Notification

- Within 7 days of receiving a copy of the IEP or services plan from the LEA in response to the verification email, a school must notify the student whether they are eligible.
- If the applicant is not eligible, the notice must state the reason the student is ineligible.
- The school must maintain a copy of the verification email from the LEA, including the IEP or services plan that was received from the LEA, in the student's file for their auditor's review.

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IEP or Services Plan Incorrect Verification

- If the LEA does not have record of an IEP/services plan and the parent has documentation that leads the school to believe that the student has an IEP/services plan that meets the requirements, the parent should talk to the LEA.
- The 7-day notification requirements still apply.

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Eligibility Determination and Signature (cont)

- The SNSP Administrator or a designee must indicate the response from the LEA in the middle of the “For School Use Only” section. This must be based on the response from the LEA to the IEP/services plan verification request. The response from the LEA must provide the IEP or services plan if the pupil met the SNSP requirement or indicate the student did not meet the requirement.

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.
Date Application Received Mo./Day/Yr.	
The LEA provided a copy of the following in response to the request that the LEA verify that the student had an IEP or services plan that meets the requirements described in the IEP or services plan requirement section. <i>Retain a copy of the verification from the LEA with the application.</i>	
<input type="checkbox"/> IEP (the student is eligible)	<input type="checkbox"/> Services Plan (the student is eligible)
<input type="checkbox"/> Neither an IEP or a Services Plan or the student was determined to no longer have a disability (the student is not eligible)	

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Eligibility Determination and Signature

I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the student application and have determined that it is properly and completely filled out to the best of my knowledge. I attest that I have received the residency document(s) and IEP/ services plan from the LEA in response to the IEP/services plan verification request.		
Signature of School Administrator or Designee	Printed Name of School Administrator or Designee	Date Signed Mo./Day/Yr.
>		

- Either the SNSP Administrator or a SNSP designee may determine if the application is eligible and accept the SNSP application.
- In order for an individual to be a SNSP designee, the SNSP Administrator must first complete a SNSP Designee Authorization Form available on the website under *School Submitted Reports*.

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Knowledge Check

True or False: If the school already has a copy of the services plan or IEP for a student, it does not need to obtain the IEP/services plan from the LEA that developed the IEP/services plan through the IEP/services plan verification process.

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Knowledge Check

The student application lists one school district as the resident school district and a different school district as the LEA that developed the IEP or services plan. If the application is determined eligible other than the IEP/services plan requirement, what emails need to be sent to the school districts to process the application?

- A. The LEA Verification Email, which is in Appendix A in the *Student Application and Transfer Request Information Bulletin*.
- B. The LEA Verification Email and the Resident School District notification emails, which are in Appendix A and B of the *Student Application and Transfer Request Information Bulletin*.
- C. The Resident School District notification, which is in Appendix B in the *Student Application and Transfer Request Information Bulletin*.
- D. No emails need to be sent.

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Knowledge Check

Which of the following is **not** a procedure the school must do to determine whether an application is eligible for the SNSP?

- a. Receive a copy of the IEP or services plan from the parent showing they are eligible for the program.
- b. Receive a copy of the paper SNSP application and residency documentation from the parent/guardian and determine if the pupil meets the requirements other than the IEP/services plan verification requirement.
- c. Send an email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.
- d. Receive the IEP/services plan from the LEA in response to the verification request.

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Knowledge Check

Place the following application processing steps in the order they must be completed:

- School receives IEP/services plan from the LEA as verification that the student meets program requirements.
- School receives paper SNSP application and residency documentation from parent.
- School sends the email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.
- School determines whether the paper application and residency documentation meets program requirements, other than the IEP/services plan requirement.


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Question?

If you have a question,
please use the chat
function.

Questions after the training
may be emailed to snsp@dpi.wi.gov



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Transfer Request Overview

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Transfers

- A student receiving a SNSP scholarship may transfer to another SNSP school.
 - Does not apply to SNSP students who have been determined to no longer have a disability.
- The transfer applicant must also continue to attend the SNSP school until their transfer application is determined eligible and accepted by the new school.
- Students applying to transfer to another SNSP school must complete the Transfer Request Form available on the SNSP Student Applications webpage.
- Transfer requests may be submitted to SNSP schools at any time during a school year for that school year.

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Transfers (cont.)

- Transfer request forms, including the supporting documentation, should be submitted to the new private school during the school year that the student would like to attend a different private school participating in the SNSP.

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Family Information

- The family information section is the same as the application.

FAMILY INFORMATION					
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.	
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District	
Home Street Address		City	State	Zip	

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IEP or Service Plan

- The parent must provide a copy of the student’s most recent IEP or services plan with the Transfer Request Form.
- What section he or she completes is based on if there has been a reevaluation/waiver of a reevaluation or not since the student was accepted into the SNSP.
- If the student was determined to no longer have a disability, the student is not eligible to transfer.

IEP OR SERVICE PLAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
<i>If the response to the question above is yes, complete the following:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes. <i>If "No" is marked above, the student is not eligible to transfer and still retain his/her SNSP scholarship.</i> Name of school district that completed the IEP reevaluation	<i>If the response to the question above is no, complete the following:</i> Which document below was most recently developed by a Local Education Agency (LEA) for the student? <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Services Plan (parentally placed at a private school) Name of LEA that developed the IEP or services plan

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Parent Certifications & Eligibility Determination

- Adding the parent signature or date signed is not a correctable error after the notification is sent to the parent/guardian regarding the transfer request form eligibility.

PARENT OR GUARDIAN CERTIFICATION	
Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.	
Initial here certifying that you have received a profile of the private school's special education program.	
<small>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this form is true and correct. I understand that any of the information on this form or related to this form, including residency documentation, the IEP/services plan, and IEP reevaluation may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP or services plan for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP or services plan to SNSP auditors and the DPI.</small>	
Signature of Parent or Guardian <i>MUST</i> be the same name as one of the parents/guardians listed above.	Date Signed Mo./Day/Yr.
<div style="border-top: 1px solid black; width: 100%;"></div>	

—The "For School Use Only" Section on Page 2 *MUST* be Completed by the School Administrator or Designee—

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Transfer Request Eligibility Determination - 21 Day Verification Period

Eligibility Determination	Next Steps
Eligible but the school does not have a scholarship available	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student has an eligible transfer request but the school does not have a scholarship available and the student’s place on the waiting list.
Ineligible	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible and the school has a scholarship available	Once the school has determined the transfer applicant is otherwise eligible, the school must complete the Transfer Request Verification form. The DPI will then send an email confirming whether or not the most recent Pupil Count Report identifies that the pupil is currently enrolled in the SNSP. Since the confirmation from the DPI must be received within the twenty-one (21) day verification period, the DPI recommends the school complete the form no later than two (2) weeks after the Transfer Request form is received.

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Signature and Date

- The date transfer received is the date that the school receives the transfer request form, the residency documentation, and the student’s most recent Individualized Education Program (IEP) or services plan.
- The date transfer received cannot be added after the notification is sent to the parent regarding the transfer request form eligibility.

Page 2 PI-SNSP-0014

FOR SCHOOL USE ONLY		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Based on the information provided by the parent or guardian and the email provided by the DPI identifying whether the pupil was counted on the previous count date, the student is eligible.	Date Transfer Received <i>Mo./Day/Yr.</i>
I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the transfer request and have determined that it is properly and completely filled out to the best of my knowledge.		
Signature of School Administrator or Designee ➤	Printed Name of School Administrator or Designee	Date Signed <i>Mo./Day/Yr.</i>

Knowledge Check


A SNSP student wants to transfer to a different SNSP school and retain their scholarship. In order to attend the new school as a SNSP student, what form must the student complete:

- a. Student application
- b. Transfer Request form
- c. No form is required. A SNSP student is always a SNSP student so they can transfer to a new school at any time.

Question?

If you have a question,
please use the chat
function.

Questions after the training
may be emailed to snsp@dpi.wi.gov



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Residency Verification

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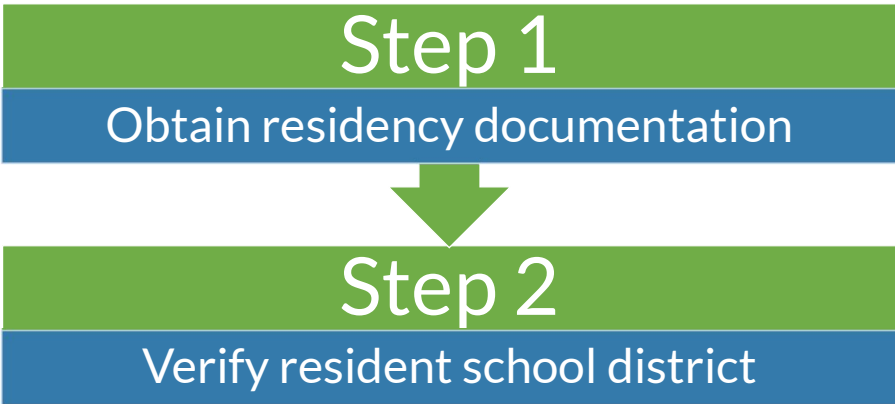
Student Eligibility - Residency

- A SNSP student must live in Wisconsin.
- The address on the application or transfer request form is based on where the student applicant resides at the time the form is received.
- The Residency Documentation Bulletin, which discusses the required residency documentation and residency verification process, is available on the SNSP *School Application and Transfer Request Processing* webpage.

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Residency Verification



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Residency Information on the Application and Transfer Request

FAMILY INFORMATION					
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.	
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District	
Home Street Address		City	State	Zip	

- The address on the form is based on where the student applicant resides at the time the form is received.
- The current resident school district is the school district where the address is located.

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Step 1: Obtain Required Documentation

- Acceptable Residency Documentation (this list is all inclusive):
 - Water, sewer, gas, electric, cable, satellite, or landline phone bill.
 - Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application or transfer request.
 - Wage statement or a W2 year-end earnings statement from the previous year.
 - Lease agreement whose lease term meets the required dates explained later.
 - Recent government correspondence.
 - Homeless individuals should provide a letter from a shelter or from a private or public organization providing services to the homeless individual.
 - Alternative residency form and all required documentation.

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Step 1: Obtain Required Documentation (cont.)

- Common Examples of Unacceptable Residency Documentation:

- Report card;
- Bank statement;
- Letter from landlord;
- Any envelope;
- Rent or lease receipt;
- Expired leases;
- Cell phone bill; or
- Tax return.

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Residency Documentation Required Date

- Dated within three (3) months prior to the date the application or transfer request is received.
- If a lease agreement with a term is obtained, the date the application or transfer request is received must fall within the term of the lease.
- The start date of a month to month lease must be dated within three (3) months prior to the date application or transfer request is received.

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Parent Name & Address Match

- Make sure that the parent's first and last name on the SNSP student application or transfer request matches that on the residency documentation.
- The address on the residency documentation must match the address on the application or transfer request. Every part of the address must match, except the unit number and zip code.

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Parent Name: Legal Name Change

- A parent must provide additional documentation to verify their legal name when all of the following apply:
 - The parent's name has legally changed;
 - The parent's legal name is not on the supporting residency documentation; and
 - The parent does not have other residency documentation with their current, legal name.

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Parent Name: Misspelling

- If the parent's name is incorrectly written on the residency documentation, the parent should provide different residency documentation.
- If the parent does **not** have other documentation that correctly spells their name, the parent can email or provide a signed letter to the school stating
 - "My correct legal name is (correct name). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation."
- If the residency documentation is in someone else's name, the application or transfer request would not be correctable using this method.

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Alternative Residency Form

- Allows pupils to apply where:
 - The parent does not have an acceptable form of residency documentation in their own name.
 - The parent does not live with the student.
- The Alternative Residency Form is available on the SNSP Student Application and Transfer Request webpage.

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Alternative Residency Form (cont)

- All information on the form must be provided.
- One of the living situations must apply to use the form.

I. STUDENT INFORMATION

Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>
---	----	----------------------------------	--------	----------------------------------

II. EXPLANATION OF LIVING SITUATION

In order to use the Alternative Residency form, one of the following situations must apply. **If neither of the situations below apply, this form may not be used.** Select which reason is applicable:

☐ The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address where the student resides.

☐ The student does not live with his or her parent or legal guardian.

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Alternative Residency Form (cont)

- Both the parent and the household occupant providing the residency documentation must:
 - Provide documentation; and
 - Sign and date the form.

IV. REQUIRED ATTACHMENTS

A household occupant that lives with the student must provide one of the following with an address where the student resides that meets the date requirements in Section III. This person must also complete Section VI. *Check which document is being provided.*

☐ Wage statement or W2 end-of-year earnings statement.

☐ Water, sewer, gas, electric, cable, satellite, or landline phone bill.

☐ Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address where the student resides. This letter must have been sent to the address where the student resides.

☐ Lease agreement with a term that includes a date as described above (must be complete and legible). The beginning date of a month-to-month lease must be within the required dates in Section III.

☐ Governmental correspondence.

—AND—

The parent or legal guardian must provide one of the following documents. If the document is being provided as part of the application or transfer request, the name must be a parent or guardian on the application or transfer request form. *Check which document is being provided.*

☐ A driver's license, state ID, school ID, passport, or a government-issued photo ID.

☐ One of the allowed residency documents (listed above) with an address other than the student's address.

V. PARENT OR LEGAL GUARDIAN SIGNATURE

I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation is accurate. I further certify that the student currently resides with the household occupant signing this form.

Printed Name of Parent or Legal Guardian Signing Below

Signature of Parent or Legal Guardian	Date Signed <i>Mo./Day/Yr.</i>
---------------------------------------	--------------------------------

VI. HOUSEHOLD OCCUPANT SIGNATURE

The following must be completed by the household occupant who provided one of the allowed residency documents in Section IV.

I HEREBY CERTIFY that the above-named student resides with me. I further CERTIFY that the explanation provided of the living situation is accurate.

Printed Name of the Household Occupant Signing Below

Signature of Household Occupant	Date Signed <i>Mo./Day/Yr.</i>
---------------------------------	--------------------------------

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Alternative Residency Form (cont)

- May not be used:
 - To submit a driver's license as the only proof of residency.
 - As a supplement when the parent is refusing to provide a residency document.
 - Circumvent the residency requirement when the parent has documentation that shows a different address.

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Residency Verification

- Things to remember:
 - Names must match.
 - Addresses must match.
 - Residency documentation must be current and include a date.
 - No white-out.

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Step 2: Verify District of Residence

- Verify that the district on the application or transfer request is correct.
- See the “Residency Bulletin” on the SNSP website.
- The resident district must be verified using one of the following methods:
 - MapIt or Milwaukee Elections Commission (if in Milwaukee)
 - Public school district website
 - Property tax bill
 - My Vote Wisconsin
 - County/City Clerk or County/City Assessor websites
 - Statewide parcel service

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Milwaukee Address – Map It

The screenshot shows the 'My Milwaukee Home' page on the City of Milwaukee website. At the top, there is a navigation bar with links for 'Directory', 'Residents', 'Business', and 'Visitors'. Below this, a search bar is present. The main heading is 'My Milwaukee Home'. A paragraph describes the service: 'My Milwaukee Home provides the user with a wide variety of facts about their residence and its surrounding area. By entering a valid City of Milwaukee street address, users can obtain information about their home and their neighborhood including: property's details, street parking restrictions, nearest public schools, location of nearby Choice and Charter schools, ... Much more.' Below this, a form titled 'Please enter your home address' is displayed. It includes fields for 'House Number', 'Direction' (a dropdown menu), and 'Street' (a dropdown menu with the prompt 'Choose a direction first'). There are 'Submit' and 'Reset' buttons. A large green arrow points to the 'Street' field with the text 'Enter Address Here'. Below the form, there are 'Other Property Links' including 'Map Milwaukee', 'COMPASS', and 'Address Range Lookup'. The footer contains the City of Milwaukee logo and various links for 'Mayor Tom Barrett', 'Common Council', 'Departments', 'Calendar', 'Residents', 'Business', 'Visitors', 'Web & Email Policies', and 'Web Contact Us'. The design is credited to 'Design by City of Milwaukee'.

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Milwaukee Address – Map It (cont.)



Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Action

Directory Residents Business Visitors

SEARCH

My Milwaukee Home

My Property Street/Parking Info Child Education Business Info Services Elected Officials Special Interest Owner Information Registration Owner(s) Other Links

Start Over

My Property:

Tax Key:

Property Owner of Assessment Record:

Current Assessment:

Year Built:

NOTE: Assessments change annually in April. Please see City Assessor's details for specific date.

Special Assessments:

Property Registration, Code Violations, Service Requests and Permits:

POLLING LOCATION:

My Property Information

101 W PLEASANT ST #110 53212

3611844000

101 WEST PLEASANT LLC, C/O THE BREWERY WORKS INC

\$5,496,100.00 [View City Assessor's details](#)

Unknown

[see details](#)

[see details](#)

[see details](#)

To access tax record information online [Munis Self-Service Tax Information](#)

Census 2010 tract: 11400 Census 2000 tract: 11400

Census 2010 Block: 1020 Census 2000 Block: 1017

Neighborhood Name: SCHLITZ PARK

Indicates in City of Milwaukee

City of Milwaukee

Mayor Tom Barrett

Common Council

Departments

Calendar

Residents

Business

Visitors

Web & Email Policies

Web Contact Us

MILWAUKEE

Design by City of Milwaukee

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West Allis-West Milwaukee School District Attendance Area Site

Approved 2016-17 WA...

SHARE

30,873 views

Approved 2016-17 Elementary School...

Franklin Elementary School

Franklin Attendance Area

Horner Elementary School

Horner Attendance Area

Horner Marsh Elementary School

Horner Marsh Attendance Area

Iving Elementary School

Iving Attendance Area

Jefferson Elementary School

Jefferson Attendance Area

Longfellow Elementary School

Longfellow Attendance Area

Madison Elementary School

Madison Attendance Area

Michell Elementary School

Michell Attendance Area

Pershing Elementary School

Pershing Attendance Area

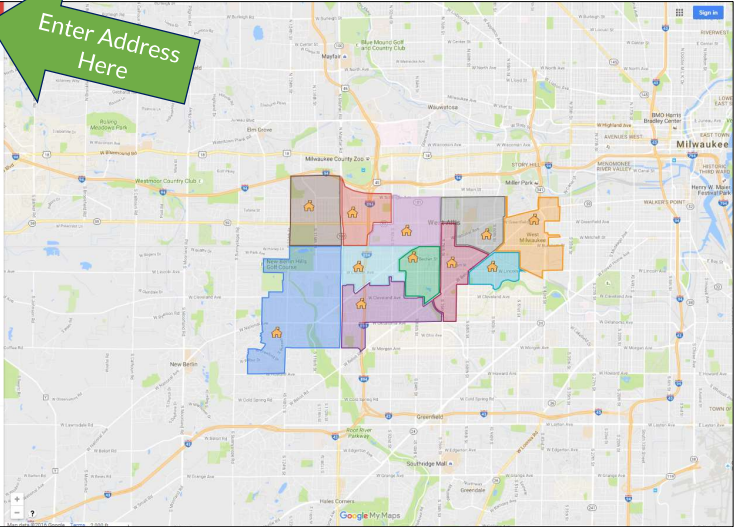
Walker Elementary School

Walker Attendance Area

Wilson Elementary School

Wilson Attendance Area

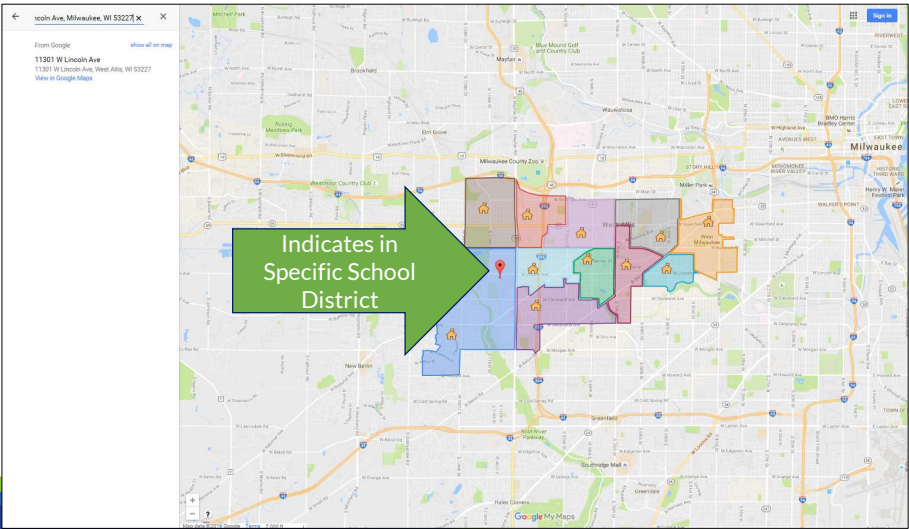
Enter Address Here



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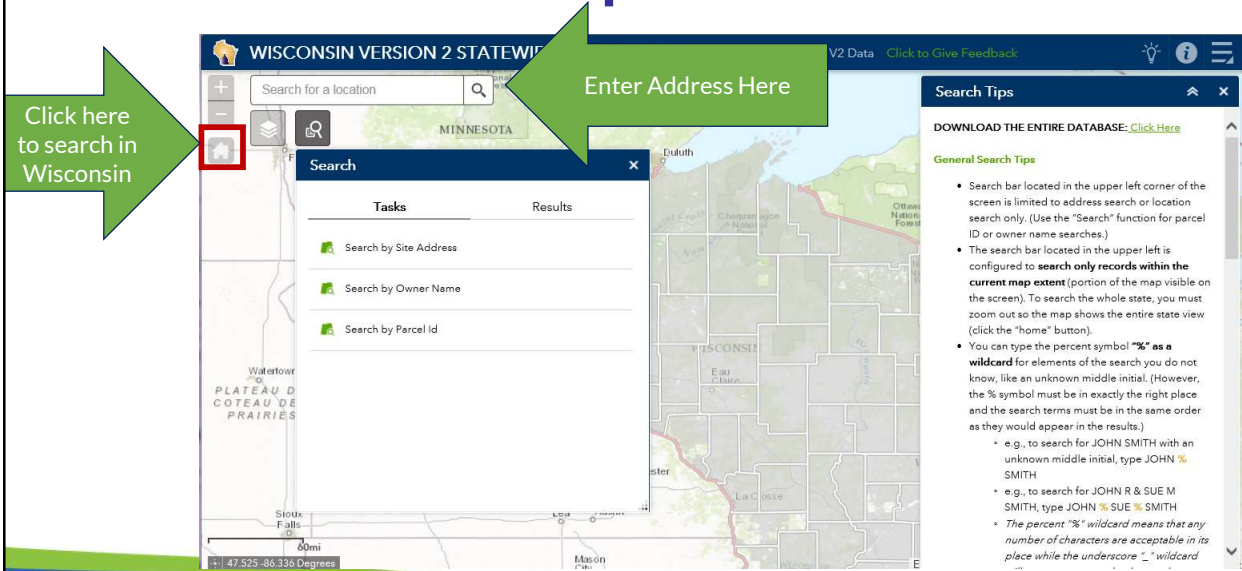
37

West Allis-West Milwaukee School District Attendance Area Site (cont.)



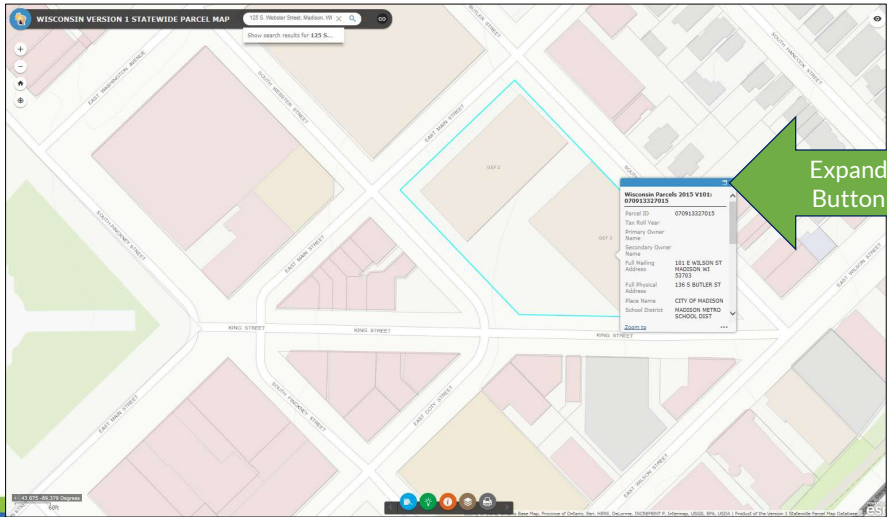
75

Statewide Parcel Map



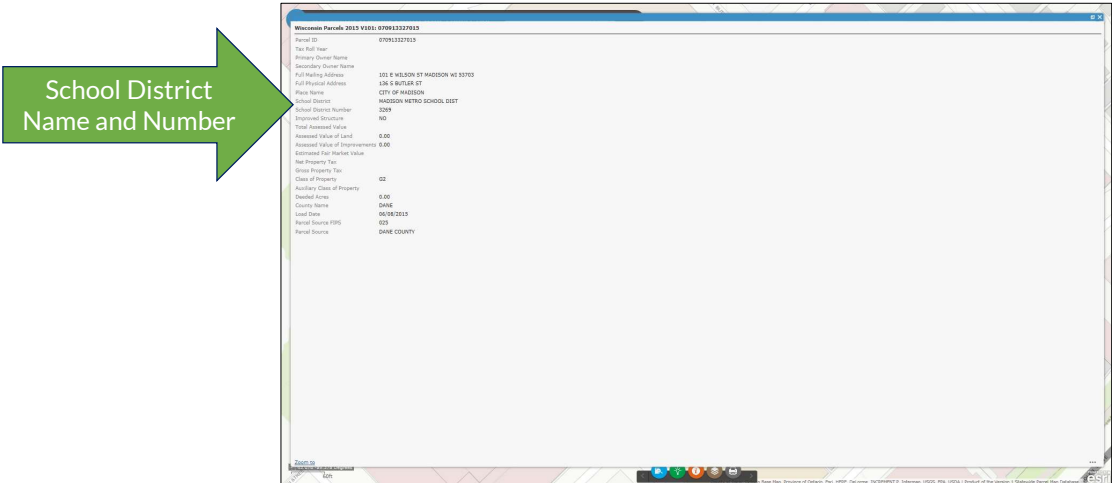
76

Statewide Parcel Map (cont.)



77

Statewide Parcel Map (cont.)



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Quiz

• Are the below items permitted SNSP residency documents?

Document	Yes	No
Cell phone bill		
Cable bill		
Rent receipt		
Gas bill		
Bank statement		
Insurance bill		
Property tax bill		
Change of Address Letter		

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Quiz (cont)

• Are the below items permitted SNSP residency documents?

Document	Yes	No
Supplemental Security Income Statement		
Mortgage statement		
W-2		
Access.gov statement		
Driver's license		
Expired lease when the parent still lives at the address		
Letter/bill from a 3 rd party loan service provider for a loan with the Department of Education		

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Knowledge Check

Which of the following options could a school use to verify an address in Dane County (there may be more than one answer)?

- a. Dane County assessor website (AccessDane)
- b. Property tax bill for the address that lists the school district name
- c. Zillow.com
- d. Greatschools.org

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Application and Transfer Request Processing

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Application and Transfer Request Processing

- SNSP student applications and transfer requests must be accepted in the order that they are received.
- Exception: Sibling Preference



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SNSP School Waiting List

- If the school receives more applications and transfers than scholarships they have available, the students must be placed on a SNSP waiting list.
- If a scholarship becomes available, the school determines if it will fill the available SNSP scholarship.
- If the school decides to fill available SNSP scholarships, the scholarships must be filled in the order on the waiting list.
- A new waiting list is created each school year. Students on the waiting list who aren't given a scholarship must reapply in the following school year.

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School Application and Transfer Requests Review

- Within 21 days of the date the application or transfer request is received , the school must:
 - Determine if the application or transfer request is eligible.
 - Receive any missing or incomplete documentation.
 - Send the applicable notifications previously described.

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Sibling Preference Exception

If a school receives a SNSP student application or transfer request from a sibling of a current student at the school, the school may give the sibling preference over another student applicant. Preference may only be given if:

- The sibling's application or transfer request is determined eligible prior to the date that the eligibility determination must be made for any student who submitted an earlier application or transfer request; and
- The school has not (a) sent the IEP/services plan verification email or notification to the resident school district for any student applicants who submitted an application earlier; or (b) sent the acceptance letter to any applicants who submitted a transfer request earlier.

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Sibling Preference Exception Example

- Mary Sue's application is received July 15. This means the eligibility determination must be completed by August 5 (within 21 days).
- Lisa Morgan's application is received July 20. She is a sibling of a student currently attending the school.
- The school may give preference to Lisa Morgan over Mary Sue if the school:
 - Determines that Lisa Morgan's application is eligible by August 5.
 - Has not sent the IEP/services plan verification email or resident school district notification for Mary Sue.

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Application and Transfer Request Form Corrections

- ~~Strike through line of incorrect information~~
- SNSP Administrator or designee initials on all corrections
- Supporting documentation for change
- Do NOT use whiteout

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Application and Transfer Request Form Corrections (cont.)

- The following changes cannot be made to an application after the schools send the IEP/services plan verification email to the LEA or to a transfer request form after the school sends a letter of acceptance or denial to the parent:
 - Adding the parent signature or date signed to the application, transfer request form, or Alternative Residency form.
 - Adding the date the application/transfer request was received.
 - Any changes that result in the application or transfer request being ineligible.

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Application and Transfer Request Form Corrections (cont.)

- Student grade changes can be made when completing:
 - Preliminary Enrollment Report;
 - 3rd Friday in September Count report; or
 - 2nd Friday in January Count report.
- Be sure to notify the school's auditor if a grade change is missed in a count report so it can be included in an Enrollment Audit.

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Application and Transfer Request Form Corrections (cont.)

- If the school name or the resident school district was incorrectly submitted to DPI, send an email to snsp@dpi.wi.gov with the student name, date of birth, and identification of what must be corrected.
- If any other inaccuracies are noticed after the application or transfer request has been submitted to the DPI, notify the school auditor.
- All changes to the application or transfer request form, other than grade changes as previously explained, must be included by the school's auditor in the September or January Enrollment Audit.

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Submitting Eligible Applications and Transfer Requests to DPI

- Once an application is determined to be eligible by the school and a LEA has verified that the student application has an IEP or services plan that meets the requirements, the school will need to submit the application to the DPI.
- Transfer requests are submitted after they are determined eligible by the school.
- Students on the waiting list should not be submitted to the DPI.

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Submitting Eligible Applications and Transfer Requests to DPI (cont)

- Go to the student application or transfer request submission link emailed to the SNSP administrators and designees.
- Enter in the information on the application or transfer request.
- The SNSP administrator or designee will need to verify that the application or transfer request is eligible.
- The submission deadlines are the 2nd Friday in August, the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January. All eligible applications and transfer requests that are not on a waiting list must be submitted by the next submission deadline.

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Knowledge Check

When can a student apply for the SNSP for the 2021-22 school year?

- a. During any of the open application periods the school selected on the Intent to Participate.
- b. At any time during the school year until all of the school's SNSP seats are filled.
- c. From July 1, 2021 to June 30, 2022.

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Knowledge Check

Who can process SNSP applications and transfer requests (there may be more than one correct answer)?

- a. SNSP Administrator
- b. DPI
- c. SNSP Designee
- d. Secretary who is not a SNSP administrator or designee.
- e. Choice Designee

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Knowledge Check

True or False: A school can give preference to students applying to the SNSP who currently attend their school.

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Knowledge Check

Which student below is able to transfer to a different SNSP school and retain their scholarship?

1. SNSP student **Joe's** parent forgot to respond to the public school district's 3-year reevaluation request.
2. SNSP student **Susie's** parents moved to Illinois for 2 months for work and Susie attended the public school there. Upon their return, Susie reenrolled at the private school but Susie's parents now want to transfer Susie to a different SNSP school.
3. **Greg** is a SNSP full scholarship student wants to transfer to a different SNSP school in hopes of having different educational opportunities.
4. SNSP student **Charlie** had his SNSP reevaluation and was determined to no longer be a child with a disability. Charlie is in 8th grade and wants to transfer to a SNSP high school.
5. SNSP student **Mary** wants to go to the private school that is closer to her home, but that school is not a SNSP school.

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Knowledge Check

Which of the following can be added to an application after the IEP/services plan verification email is sent to the LEA that developed the IEP or services plan?

- a. The date the application was received.
- b. The parent/guardian signature or signature date.
- c. The name of the school the student is applying to.


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Question?

If you have a question,
please use the chat
function.

Questions after the training
may be emailed to snsp@dpi.wi.gov



99

Agreement of Services to Be Provided

100

IEP or Services Plan Implementation

- SNSP schools are required to implement:
 - The most recent Individualized Education Program (IEP) or services plan, as modified by agreement between the school and the student's parent, and
 - Related services agreed to by the school and the student's parent that are not included in the IEP or services plan.

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Agreed to Services Requirement

- The school and the parent must have agreed to the services to be provided to the pupil. The school must have a signed agreement with the parent indicating what services will be provided by the count date. **Both the school and parent must sign and date the agreement.**
- If the school does not have a signed agreement with the parent of the services by the count date, the school will not be eligible for a payment for that count date.
- Once there is an agreement for a student, the agreement does not need to be modified unless there is a change in the services that need to be provided.

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Agreed to Services Requirement (cont.)

- A student who does not have an agreement will remain on the school's count reports until the student withdraws from the program or is no longer eligible for a scholarship.
- Notify the department when a student withdraws or is no longer eligible.

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Available Resources – 21-22 documents will be available end of June/beginning of July

- School Application & Transfer Request Processing Page at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing>:
 - Initial Student Eligibility Bulletin
 - Residency Documentation Bulletin
 - Student Application & Transfer Request Information Bulletin
 - Student Application Checklist
 - Transfer Request Checklist

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Application and Transfer Request Activity

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Sample Student Application & Transfer Requests

- Is the student eligible to participate in the SNSP or to transfer to another SNSP school? Why or why not?
- What steps would you take next?
- Use the Student Application Checklist and Transfer Request Checklist to help you with your review

Example School Name	SNSP Available Grades Based on ITP and School Information Update form (if applicable)
A Choice School	K5-8
The Falcon School	K4-8
Detective School	1-6
Linus School	5-8

Training Participant School's Name	Application or Transfer Request	Applicant Reviewing
A-H	Application	Shaggy Rogers
I-M	Transfer Request	Charlie Brown
Saints	Application	Katniss Everdeen
N-Z Except Saints	Application	Bruce Banner


106

106

Question?

If you have a question,
please use the chat
function.

Questions after the training
may be emailed to snsp@dpi.wi.gov



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Quarterly Progress Reports & Student Records

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Student Quarterly Progress Report

- The school must provide SNSP parents with quarterly reports that contain the following:
 - The related services to be provided, if any, as agreed to by the school and the student's parent that are not included in the student's IEP or services plan.
 - The implementation of the student's IEP or services plan, as modified by agreement between the school and the student's parent for the school year.
 - The student's academic progress during the school year.

This must be on DPI's official form which is available under *School Submitted Reports* on the website.

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Public School District Record Request

If the SNSP private school receives a request from the resident public school district for records of a SNSP student, the private school must respond within 5 days of receiving the request and provide all records relating to the implementation of the child's individualized education program or services plan by the private school.

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Document Retention

SNSP schools must retain the following records for at least 5 years from the end of the school year in which a student applies to participate in the SNSP or 5 years from when a SNSP student no longer attends the school, whichever occurs later:

- Copies of pupil applications and transfer requests, including supporting documentation;
- Copies of all acceptance or nonacceptance notices;
- IEPs or service plans; and
- Copies of all IEP/service plan implementation and progress reports.

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Continuing Student Requirements

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Residency Reverification

- SNSP students that are continuing in the program are required, on an annual basis, to provide residency documentation to their school that has the address as of the 3rd Friday in September.
- Must be dated between the third Friday in August and the last weekday in September of that current school year.
- Must be provided to the student's private school on or before the last weekday in September.

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Residency Reverification (cont.)

- Residency changes must be reported to the DPI in the 3rd Friday in September count report.
- The new resident school district must be determined if the student has moved.
- The residency documentation requirements are the same for the reverification as they are for the initial application, except for the date requirement.

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Reevaluation

- In order for a student to be able to continue their participation in the SNSP, the student must be made available for a reevaluation by the resident school district within sixty (60) days of a reevaluation request from the resident school district.
- If the student is attending a private school in a nonresident district, the nonresident district can conduct the reevaluation if the parent provides written consent.

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Reevaluation (cont.)

- School districts may only conduct a reevaluation once every three (3) years from the student's most recent evaluation or reevaluation for SNSP eligibility purposes.
 - Generally the reevaluation requirement date for SNSP purposes will be the same as the reevaluation requirement date the public school district is required to follow.
- The auditor will review the reevaluations as part of the Enrollment Audit.

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Reevaluation Waiver

- Waivers are permissible.
- Must have a signed Waiver Agreement.
- 3-year reevaluation clock continues from date of Reevaluation Waiver Agreement.
- Retain Reevaluation Waiver Agreement for auditing purposes.

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Reevaluation (cont.)

- Any IEP reevaluations, including waivers of reevaluations, completed during the prior school year for continuing students must be reported in the Preliminary Enrollment Report.
- Annual reviews of an IEP or services plan are not a reevaluation.
- The school year runs from July 1 through June 30.

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Partial Scholarship Student

- If during an IEP team reevaluation a SNSP student is determined to no longer have a disability, the student will receive a partial scholarship in the following school year.
- A partial scholarship student is able to continue to participate in the SNSP at the same school, but the SNSP scholarship will be at a lower rate.
 - Partial scholarship students are SNSP students, not Choice students.
 - A partial scholarship student will not retain their eligibility if they transfer to another school.

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Intent to Participate Available Scholarships

- On the Intent to Participate (ITP) the school identifies the number of available scholarships the school has for the upcoming school year.
- Continuing SNSP students = Students who were included on the previous 2nd Friday in January count report. The school must separately identify any students who have been determined to no longer have a disability.
- New SNSP students = Anyone other than a continuing SNSP student.

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Notification of Pupils No Longer Participating

- A student who has been accepted into the SNSP will continue to receive a scholarship until one of the following occurs:
 - The student graduates from high school;
 - The student turns 21;
 - The student no longer resides in Wisconsin;
 - The student enrolls in another school or a home-based educational program;
 - The student is not made available for a reevaluation; or
 - A partial scholarship student leaves the SNSP school that they are attending.
- If a SNSP student is no longer continuing in the SNSP, send an email to snsdp@dpi.wi.gov. The email to DPI should include the student name, date of birth and confirmation that one of the situations listed above has occurred. We will be transitioning to using a form for this notification, we will provide further guidance and information as it becomes available.
- If the student will no longer participate in the SNSP, the school may want to obtain a written withdrawal from the parent confirming that the student is no longer participating in the SNSP.

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New vs Continuing Scholarships

- If the SNSP student was a continuing student from the previous year (counted on the 2nd Friday in January count date in the previous year) and the student has now withdrawn, the school may choose to do one of the following:
 - Change the scholarship from a “continuing” student scholarship to a “new” student scholarship
 - Not offer the scholarship

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Knowledge Check

True or False:

1. Once a student is accepted into the SNSP, the private school must annually complete an evaluation and update the student's modified IEP or services plan.
2. A private school and the SNSP student's parent must agree on what services will be provided to an SNSP student.

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Knowledge Check

A SNSP student's resident school district sends the student's parent a reevaluation request. The parent puts the request letter in their junk drawer and forgets about it. If more than 60 days pass, what impact will this have on the student's scholarship?

1. If more than 60 days have passed and the student was not made available for their evaluation, then the student will lose their SNSP scholarship.
2. No impact. The parent can contact the public school district and reschedule the reevaluation at a later date.
3. The student will be reduced to a partial scholarship until the student is made available for another reevaluation in 3 years.

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KAMD [2]69

Knowledge Check

Which of the following should not be reported as an IEP reevaluation in the 2021 Preliminary Enrollment Report?

- a. A pupil that had a required reevaluation date of November 5, 2022, who had an IEP reevaluation completed February 3, 2021.
- b. A pupil that had a required reevaluation date of March 5, 2021, who had an IEP reevaluation completed July 5, 2021.
- c. A pupil that had a required reevaluation date of April 8, 2021, who had the IEP reevaluation waived on April 6, 2021.
- d. A pupil that had a required reevaluation date of October 25, 2020, who had an IEP reevaluation completed October 6, 2020.

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Accreditation Requirements

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KAMD [2]69 I updated the dates in the notes

Kratz, Andrea M. DPI, 6/11/2021

Accreditation/Private School Approval Requirement

- All SNSP schools must be:
 - Accredited by an accreditation agency; or
 - Approved as a private school by the state superintendent.



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Accreditation Notification

- Submitted annually by August 1.
- The notice must be completed by an authorized member of the accrediting agency and may not be submitted earlier than July 1 of that school year. The DPI will contact the accrediting agency directly to obtain the notification.
- The notice must include all of the following information to meet SNSP requirements:
 - The private school's name;
 - The private school's address for each location included in the accreditation;
 - The grades accredited; and
 - Indication that the private school is currently accredited.

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Accreditation Notification (cont.)

- The accreditation must include all of the grades that the SNSP school indicated on the Intent to Participate form, or School Information Update Form, as available for SNSP students.
- The department will provide information to each accrediting agency about how it must provide the notice to the Department that each school is fully accredited. Schools are responsible for ensuring they are fully accredited by their accrediting agencies and are included in the notice, by reaching out to their accrediting agency. If the school is participating in the Choice program and the SNSP, the accrediting agency only needs to provide one notice to the Department.

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Knowledge Check

True or False: Schools participating in the SNSP can be accredited by any accreditation agency in the country.

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School Information Update Form

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School Information Update Form

- Allows schools to make changes to information provided on the Intent to Participate (ITP) form.
- Updates to:
 - School or mailing addresses;
 - SNSP administrator and administrator information;
 - Grade levels available to SNSP students;
 - The number of available SNSP pupil scholarships; and
 - Head of the governing board.
- Must be submitted on the required DPI form and signed by the SNSP Administrator.

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Changes to Available SNSP Scholarships

- A School Information Update form allows school to make changes to information provided on the ITP form.
- A school may use the School Information Update form to revise the number of SNSP scholarships it has available if certain requirements are met.
- A school cannot remove a scholarship for which it has already received an application or transfer request, unless it has been determined ineligible.
- Changes to available scholarships do not impact the amount of the bond required by June 1. This bond must be 25% of the expected SNSP payments based on the available scholarships in the ITP.

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Changes to Available SNSP Scholarships (cont.)

Schools may use the School Information Update form to move scholarships between grade categories. This may be done at any point during the year as long as there are enough scholarships available in the grade(s) being changed to account for applications and transfer requests that the school has received that are pending the eligibility determination or have been determined eligible.

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SNSP Grades and Scholarships Available

- The school cannot take an application or transfer request for a grade it does not have available.
- The school cannot give a scholarship to an applicant unless a scholarship is available in their grade.
- Schools must submit a School Information Update form as soon as possible if they want to add a grade or a scholarship.
- The school cannot take the application or transfer request or give a scholarship to an applicant until DPI notifies the school that the School Information Update form has been processed and the grade or scholarship(s) has been added.

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Determining Grades Available & Number of Scholarships Available

- The Preliminary Enrollment Report includes the grades available and number of available scholarships for each grade category in Schedule 4.
- The September and January Pupil Count Reports include the grades available and number of available scholarships for each grade category in Schedule 2.
- The Intent to Participate indicates the grades and number of available SNSP scholarships. If the school is unable to locate the submitted ITP, the school may send an email to snsp@dpi.wi.gov requesting the information.

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Changes to Available SNSP Scholarships (cont.)

School Description	Required items prior to giving out additional scholarships	When is bond/revised bond required	Last day to make changes if bond/revised bond required	Bond/ Revised Bond Due Date
School had an expected SNSP scholarship amount, based on the ITP, of \$50,000 or more and submitted the surety bond due by the first weekday in June	School Information Update Form	The difference between the expected payment on the ITP and revised expected payment is \$50,000 or more	3rd Friday in September	First weekday in November
School had an expected SNSP scholarship amount, based on the ITP, of \$50,000 or more and submitted financial information that met SNSP requirements	School Information Update Form and, if required, Bond	The difference between the expected payment on the ITP and revised expected payment is \$50,000 or more	Last weekday in August	Last weekday in August
School had an expected SNSP scholarship amount, based on the ITP, of less than \$50,000	School Information Update Form and, if required, Bond	The revised expected SNSP scholarship amount is \$50,000 or more	Last weekday in August	Last weekday in August

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School Information Update Form

- Check the box indicating the school is adding available scholarships. The effective date of the change cannot be earlier than the date the form is provided to DPI.

Collection of this information is a requirement of Wis. Stats. §115.7915

I. REASON COMPLETING FORM		
Complete the school name and city and effective date of the change. Then, place a check in the box next to the reason(s) the school is completing this form. Finally, read the italics next to the reason or reasons to determine which sections must be completed.		
School Name	School City	Effective Date of the Change(s)
		7/20/21
<input type="checkbox"/> Updating the school name <i>Complete Section V and include new school name above</i>		
<input type="checkbox"/> Updating the school address(es) <i>Complete Sections II and V</i>		
<input type="checkbox"/> Changing SNSP administrator <i>Complete Sections V and VI</i>		
<input type="checkbox"/> Updating SNSP grade levels available <i>Complete Sections III and V</i>		
<input checked="" type="checkbox"/> Updating number of available scholarships <i>Complete Sections IV and V</i>		
<input type="checkbox"/> Changing head of governing board <i>Complete Sections V and VII</i>		
II. GENERAL INFORMATION		
Address for School Location 1 Street, City, State, ZIP		
Phone Area/No.		

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School Information Update Form (cont)

FULL Scholarship		A Number of FULL Scholarships Available	B FULL Scholarship Payment Amount	C FULL Scholarship Total Payment
1	4-year-old kindergarten (0.5 FTE)		\$6,488.50	\$0.00
2	4-year-old kindergarten (0.6 FTE)		\$7,786.20	\$0.00
3	5-year-old kindergarten (0.5 FTE)		\$6,488.50	\$0.00
4	5-year-old kindergarten (0.6 FTE)		\$7,786.20	\$0.00
5	5-year-old kindergarten (0.8 FTE)		\$10,381.60	\$0.00
6	5-year-old kindergarten (1.0 FTE)		\$12,977.00	\$0.00
7	Grades 1-12 (1.0 FTE)		\$12,977.00	\$0.00
PARTIAL Scholarship		A Number of PARTIAL Scholarships Available	B PARTIAL Scholarship Payment Amount	C PARTIAL Scholarship Total Payment
8	4-year-old kindergarten (0.5 FTE)		\$4,150.00	\$0.00
9	4-year-old kindergarten (0.6 FTE)		\$4,980.00	\$0.00
10	5-year-old kindergarten (0.5 FTE)		\$4,150.00	\$0.00
11	5-year-old kindergarten (0.6 FTE)		\$4,980.00	\$0.00
12	5-year-old kindergarten (0.8 FTE)		\$6,640.00	\$0.00
13	5-year-old kindergarten (1.0 FTE)		\$8,300.00	\$0.00
14	Grades 1-4 (1.0 FTE)		\$8,300.00	\$0.00
15	Grades 9-12 (1.0 FTE)		\$8,945.00	\$0.00
16	Expected SNSP Summer School Payment Based on ITP			
17	Total Expected SNSP Payments Total of Line 1 through Line 16			\$0.00
18	Insert the following: (1) Expected SNSP payment based on the ITP or, (2) if the number of available scholarships were previously revised and a bond for a new amount was provided, the expected SNSP payment amount based on the previously provided School Information Update Form			
19	Difference Line 17 less Line 18			\$0.00

- Insert the revised number of scholarships available.
- Insert the applicable amount in Line 18. *You can find this in your Intent to Participate.*
- The top part of this section in the form explains when a revised bond is required.

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Adding a new grade

- If you are adding a new grade and a new scholarship, you will need to indicate both on the School Information Update Form.

III. SNSP GRADE LEVELS AVAILABLE

Select all the grade levels that will be available for SNSP pupils. The school may not eliminate a grade that currently has SNSP pupils or a grade for which the school has received an application or transfer request that hasn't been determined ineligible.

<input type="checkbox"/> 4-year-old kindergarten (0.5 FTE)	<input checked="" type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 7
<input type="checkbox"/> 4-year-old kindergarten (0.6 FTE)	<input checked="" type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 8
<input type="checkbox"/> 5-year-old kindergarten (0.5 FTE)	<input checked="" type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 9
<input type="checkbox"/> 5-year-old kindergarten (0.6 FTE)	<input checked="" type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 10
<input type="checkbox"/> 5-year-old kindergarten (0.8 FTE)	<input checked="" type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 11
<input checked="" type="checkbox"/> 5-year-old kindergarten (1.0 FTE)	<input checked="" type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 12

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Knowledge Check

True or False: If a school's expected SNSP scholarship amount based on the ITP was less than \$50,000, that school may increase the number of available SNSP scholarships at any point during the school year, as long as the updated number of seats does not increase the expected payment amount over \$50,000.

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Knowledge Check

A school's expected SNSP scholarship amount based on the ITP was more than \$50,000. The school originally provided a bond. The school would like to give out additional seats that would increase the school's initial expected payment amount by \$37,272. When can the school accept the additional students?

- a) When a revised bond equal to 25% of the total new expected payment is provided.
- b) When the School Information Update form is provided.
- c) At any point the school decides there is space in their building and program.
- d) Only prior to the 3rd Friday in September.
- e) Both a and b.

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Knowledge Check

The governing board of a SNSP school appoints a new SNSP administrator in November. How should the school notify DPI of the change?

- a. The school will notify the department and update the information on the school's Intent to Participate form the following March.
- b. A School Information Update Form needs to be submitted as soon as possible.
- c. The school should notify their auditor so the change can be included in the school's the next Enrollment Audit.

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Question?

If you have a question,
please use the chat
function.

Questions after the training
may be emailed to snsp@dpi.wi.gov



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Seclusion and Restraint

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Seclusion and Restraint

- All SNSP participating private schools must comply with laws pertaining to seclusion and restraint.
- 2011 Wis. Act 125 addresses the use of seclusion and physical restraint in school and prohibits the use of seclusion or physical restraint except when certain conditions apply.
- 2019 Wis. Act 118 revises Wisconsin state law on addressing the use of seclusion and restraint in schools.

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Seclusion and Restraint (cont.)

- No school staff may use physical restraint unless they have received training.
- Each school where physical restraint may be used must have at least one staff member who has received training.
- The school must keep a record of the training received by staff, including information about how long the training is considered valid by the training program.

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Pupil Seclusion and Restraint Annual Reporting

October 1, 2021

- Deadline for SNSP schools to submit a report to the school's governing body that includes the information specified in Wis. Stats. § 118.305(4)(c), relating to the school's use of seclusion and restraint.

December 1, 2021

- Deadline for SNSP schools to submit the information specified in Wis. Stats. § 118.305(4)(c) to the DPI, relating to the school's use of seclusion and restraint using a link emailed to each school from the DPI Student Services/Prevention and Wellness Team.

All schools participating in the SNSP must complete both of the above requirements, even if they do not use seclusion and restraint

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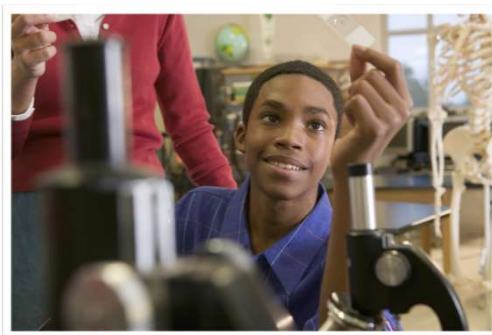
Seclusion and Restraint

- See the Summary of Changes document at <https://dpi.wi.gov/sped/topics/seclusion-restraint> for additional information on the requirements in 2019 Wis. Act 118, which took effect on March 2020.

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Questions ?



Email: snsp@dpi.wi.gov
Phone: 1-888-245-2732 ext. 4

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